

STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

STD 262 (REV 6/93) (DHS Electronic)

See Instructions and *Privacy Statement On Reverse Side

Page 1 of

CLAIMANT'S NAME

SSAN OR EMPLOYEE NUMBER*

DEPARTMENT

California Commission on Aging

POSITION

CB/ID NUMBER

DIVISION OR BUREAU

California Commission on Aging

INDEX NUMBER

RESIDENCE ADDRESS

HEADQUARTERS ADDRESS

1300 National Drive, Suite 173

TELEPHONE NUMBER

916-419-7591

CITY

STATE

CA

ZIP CODE

CITY

Sacramento

STATE

CA

ZIP CODE

95834

(1) MONTH/YEAR

(2) DATE

(3) TIME

(4) LOCATION WHERE EXPENSES WERE INCURRED

(5) LODGING

(6) MEALS

(7) TRANSPORTATION

(8) BUSINESS EXPENSE

(9) TOTAL EXPENSES FOR DAY

(10) SUBTOTALS

COLUMN CODE (ACCTG USE ONLY)

CLAIM TOTAL

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED

0.34

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NO.

(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE, OFFICER APPROVING TRAVEL&PAYMENT

DATE

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions)

DATE

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WORKBOOK INSTRUCTIONS

1. This Excel workbook is modeled after the STD. 262 on the website of the Office of State Publishing. Necessarily, blocks have been added to contain CALSTARS coding.
2. The STD. 262 has been approved by the Department of Personnel Administration, State Controller's Office, and Department of General Services for our online use.
3. Excel has a feature called AutoComplete in which Excel anticipates cell data entry based on the first few characters typed, and then imposes a suggested completion for the finished cell entry.
Some users find this feature disruptive to smooth data entry. To disable AutoComplete, click on the Tools menu, select Options, select the Edit tab, and unselect "Enable AutoComplete."
4. Yellow help screens will appear with many cells in the money data entry section of the worksheet. If these help screens get in the way of data entry, they can be easily moved out of the way.
Simply move the mouse pointer onto the offending help screen, hold down the mouse left click, and drag the help screen out of the way.
5. The workbook contains three worksheets (i.e. pages) for claim data entry. This should provide ample room for a complete month's claim. The claim total will appear on the last page used.
6. Concerning header information in rows 7 through 13, the user completes the first page only. This information on the first page is automatically propagated through to the second and third pages.
7. Cells in column 7(A) [COST OF TRANS] and in column 8 [BUSINESS EXPENSE] are split vertically to allow a brief description in the upper half and the claim amount in the lower half.
8. Cells in column 7(C) [CARFARE, TOLLS, PARKING] are split both vertically and horizontally to allow two pairs of entries, with a letter code on the left and the amount on the immediate right.
9. Certain cells contain Excel droplists to assist the data entry. These cells are the MONTH/YEAR, 7(A) COST OF TRANS, 7(B) [TYPE USED], and 7(C) [CARFARE, TOLLS, PARKING].
10. All money amount data entry cells are validated to assure that amounts entered do not carry more than two decimal places (i.e. fractions of a cent).
11. The worksheets are protected worksheets. The user has access only to data entry cells. Cells that contain headings and formulas (such as row totals and column totals) are protected.
12. Cells are color coded per: informational data entry = indigo; number of miles data entry = teal; money amount data entry = red; locked cells (headings and formulas) = black.
13. Use of the code "SC" (State Car) in column (7)(B) for any line will prevent any mileage entered on that line from yielding a dollar claim amount. Mileage on State Cars is not reimbursable.
14. The DATE portion of box (2) provides a droplist which allows entry of numeric day of the month, or entry of month names. For RT claims (i.e. mass transit incentives programs), use the month names from this drop list, and indicate the starting month in box (1) MONTH/YEAR.
15. The (1) MONTH/YEAR entries and the CALSTARS entries are independent for each page. Only the page 1 first line of CALSTARS coding is required; additional CALSTARS lines depend on the user.
16. The FY part of the CALSTARS coding appears automatically, once the rest of the code line is entered. The FY computation is based on the (1) MONTH/YEAR entry on the same claim page.
17. Each page provides 4 lines for CALSTARS coding. If more lines than 4 lines are needed for the CALSTARS coding, spread the claim data across 2 or 3 pages.
18. If there is only a single line of CALSTARS coding and the AMOUNT field on that line is left blank, the claim total dollar amount will replace the CALSTARS "AMOUNT" header on TEC_PAGE1.
19. Do NOT use the Excel COPY/PASTE sequence to replicate data entry. Unfortunately, even in a protected worksheet, the COPY/PASTE sequence can damage cell formats and validations.

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STD262 INSTRUCTIONS

STATE OF CALIFORNIA TRAVEL EXPENSE CLAIM STD. 262 (REV. 6/93)

Expense accounts are to be submitted at least once a month and not more often than twice a month, except where the amount claimed is less than \$10, the claim need not be submitted until it exceeds \$10 or until June 30, whichever occurs first. Requests for reimbursement of out-of-state travel expenses must be claimed separately. Requests for reimbursement of travel expenses which are incurred in different fiscal years must be claimed separately. A brief statement, one line if possible, of the purpose or objective, of the trip must be entered on the line immediately below the last entry for each trip. If the claim is for several trips for the same purpose or objective, one statement will suffice for those trips. Vouchers which are required in support of various expenses must be arranged in chronological order and attached to the claim. Each voucher must show the date, cost, and nature of the expense.

MULTIPLE PAGES--If your claim is more than one page, indicate page number and total number of pages. DO NOT total each page. Use subtotals and enter the total amount of the claim on the last page of the claim in the space for "TOTALS" and "CLAIM TOTAL."

COLUMN ENTRIES

(1) **MONTH/YEAR**--Enter numerical designation of month and last two digits of the year in which the first expenses shown on the form were incurred.

(2) **DATE/TIME**--Enter date and time of departure on the appropriate line using twenty-four-hour clock (example: 1700 = 5:00 p.m.). Show time of departure on date of departure, show time of return on the date of return. If departure and return are on the same date, enter departure time above and return time below on the same line. Where the first date shown is a continuation of trip, enter "Continuing" above that date, and where a trip is continuing beyond the last date shown, write "Continuing" after the last date.

(3) **LOCATIONS WHERE EXPENSES WERE INCURRED**--Enter the name of the city, town, or location where expenses were incurred. Abbreviations may be used.

(4) **LODGING**--Enter the actual cost of the lodging not to exceed the maximum amount authorized by current Department of Personnel Administration (DPA) regulations and bargaining agreements. A receipt is required for all lodging, no exceptions. No receipt, meals only.

(5) **MEALS**--Enter the ACTUAL cost of each meal not to exceed the maximum amount for each meal as authorized by current DPA regulations and bargaining agreements. Dinner column is to be used to claim dinner on regular travel, overtime meals, long term, and relocation daily meal expenses. **OVERTIME MEAL AND BUSINESS RELATED MEAL**--Enter the actual cost of the meal not to exceed the maximum amount authorized by current DPA regulations and bargaining agreements. Refer to DPA Management Memos for receipt requirements.

(6) **INCIDENTALS**--Enter the total actual cost of incidentals not to exceed the maximum amount authorized by current DPA regulations and agreements.

(7) **TRANSPORTATION**--Purchase the state contracted rate, least expensive round-trip or special rate ticket available. Otherwise the difference will be deducted from the claim. If you travel between the same points without using round-trip tickets, an explanation should be given.

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(A)COST OF TRANSPORTATION--Enter the cost of cash purchase of transportation. Show how transportation was obtained if fare was not purchased for cash. Use "CC" for credit card and "C" for cash. If transportation was paid by the State, enter method of payment only. Use "SCC" for State credit card, "TO" for ticket order or "BSA" for billed to State agency. Attach all passenger coupons and ticket order stubs including the unused portion of tickets, other credit documents or premiums, where credits or refunds are due to the State.

(B)TYPE OF TRANSPORTATION USED--Enter method of transportation used. Use "R" for railway, "B" for bus, airporter, light rail, or BART, "A" for scheduled commercial airline, "RA" for rental aircraft, "DA" for department-owned aircraft, "PA" for privately owned aircraft, "PC" for privately owned car, truck or other privately owned vehicles, "SV" for specially equipped vehicle for the handicapped, "SC" for State vehicles, "RC" for rental vehicles, "T" for taxi, and "BI" for bicycle. Supervisors shall not authorize the use of motorcycles on official State business, and no reimbursement will be allowed for motorcycles.

(C)CAR FARE, TOLLS, AND PARKING--Enter carfare, bridge tolls, and parking charges; attach a voucher for any parking charge in excess of \$10.00 for any one continuous period of parking.

(D)PRIVATE CAR USE--Enter number of miles traveled and amount due for mileage for the use of privately owned automobiles as authorized by current bargaining agreements and regulations.

(8) BUSINESS EXPENSE--Claims for phone calls must include the place and party called. If charge exceeds \$5.00, support by vouchers or other evidence. Emergency purchases of equipment, clothing or supplies, travel expenses of inmates, wards, or patients of institutions, and all other charges in excess of \$1.00 require receipts and an explanation.

(9) ENTER TOTAL EXPENSES FOR DAY

(10) ENTER SUBTOTALS OR TOTALS

(11) PURPOSE OF TRIP, REMARKS OR DETAILS--Explain need for travel and any unusual expenses. Enter detail or explanation of items in other columns, if necessary. Receipts must be provided for any miscellaneous item of expense.

(12) NORMAL WORK HOURS--Enter your beginning and ending normal work hours using twenty-four-hour clock (example: 0800 = 8:00 a.m.).

(13) PRIVATE VEHICLE LICENSE NUMBER--Enter license number of the privately owned vehicle used on official State business. To claim reimbursement, you must have met the requirements as prescribed by SAM Sections 0751, 0752 and 0753 pertaining to operator requirements, vehicle safety, seat belt usage and authorization.

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(14) MILEAGE RATE CLAIMED--Enter the rate of reimbursement being claimed for private vehicle use. Reimbursement rates are in accordance with bargaining agreements.

(15) CLAIMANT'S CERTIFICATION AND SIGNATURE--Your signature certifies that expenses claimed were actually incurred and that the cost of operating the vehicle is at or above the rate claimed.

(16) SIGNATURE OF OFFICER APPROVING PAYMENT--Certifies and authorizes travel; approves expenses as incurred on State business.

(17) SIGNATURE OF AUTHORITY FOR SPECIAL EXPENSES--When a claim for conference or convention expense under Section 599.635 of the DPA regulations and detailed in SAM Section 0724 is included, or when reimbursement of a business expense exceeds \$25.00 or when reimbursement for Bar dues or license fees is included, the signature of the approving officer is required, either on a separate document attached to this claim or by signature in this block. *

***PRIVACY STATEMENT**

The information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: Appointing powers and the State Controller's Office (SCO).

UNITS RESPONSIBLE FOR MAINTENANCE: The accounting office within each appointing power and the Audits Division, SCO, 3301 C Street, Room 404, Sacramento, CA 95816.

AUTHORITY: The reimbursement of travel expenses is governed by Government Code Sections 19815.4(d), 19816, and 19820. These sections allow the Department of Personnel Administration (DPA) to establish rules and regulations which define the amount, time, and place that expenses and allowances may be paid to representatives of the State while on State business.

PURPOSE: The information you furnish will allow the above-named agencies to reimburse you for expenses you incur while on official State business.

OTHER INFORMATION: While your social security account number (SSAN) and home address are voluntary information under Civil Code Section 1798.17, the absence of this information may cause payment of your claim to be delayed or rejected. You should contact your department's Accounting Office to determine the necessity for this information.